

DETAIL

C.1 PURPOSE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action and are a reiteration of standing practice, which prevents any political influence on this process.

C.2 POLICY

- (a) This Article establishes a policy for the detail of Cook County Sheriff's Office employees covered by a collective bargaining agreement. A detail is a temporary assignment of an employee to assist the Sheriff's Office in carrying out its responsibilities and duties including but not limited to responding to emergency conditions and immediate operational needs. The Executive Director of Human Resources (HR) is responsible for maintaining a master list by department of all details to ensure that details do not go beyond any limitations as outlined in the applicable collective bargaining agreement. If an operational need is required for permanent retention, the requesting department head should complete the appropriate sections of the Employment Action Form to fill a permanent operational need.
- (b) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign a No Political Consideration Certification (NPCC).

C.2 PROCEDURE

C.2.1 DETAIL

A detail is a temporary transfer of an employee. A supervisor may request, in writing, a detail to the respective department head. The respective department head may approve a detail to fulfill the operational needs of the department.

The department head shall complete an Employment Action Form and forward it to the Executive Director of HR.

- (a) If approved, the requesting department head shall distribute the approved memorandum to the following individuals:
 - 1. Employee;

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2. Chief of Staff;
 3. Chief Legal Officer;
 4. Respective Executive Office Chief;
 5. Executive Director of HR;
 6. Director of Employment Actions;
 7. Director of Compliance;
 8. Director of Payroll; and
 9. Employee's bargaining unit designated representative.
- (b) The detail memorandum shall include the following information:
1. Name of the employee and JDE number;
 2. Department;
 3. Location of the detail;
 4. Schedule of hours and shift;
 5. Effective date of the detail;
 6. End date of detail;
 7. Reference to this SEAM Article being used; and
 8. Collective bargaining agreement, when applicable.
- (c) The detail under this Article may not exceed the maximum days allowed by the employee's collective bargaining agreement.
- (d) If the collective bargaining agreement allows for an extension of a detail, the department head may request an extension. The written request for an extension should be submitted by the department head as soon as practicable prior to the original detail's end date and shall also include a description of the specific reason for the extension. The respective Executive Office Chief shall approve or deny all extension requests. For all extensions, the processes in this section shall be followed.

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- (e) The respective department head will be responsible for monitoring all details and to ensure that the maximum days allowed by the employee's collective bargaining agreement are not exceeded.
- (f) The respective department head will assign a number and maintain an ongoing log of all details, including extensions, and submit a monthly detail log to the following individuals:
 - 1. Respective Executive Office Chief
 - 2. Executive Director of HR;
 - 3. Director of Employment Actions;
 - 4. Director of Compliance;
 - 5. Director of Payroll; and
 - 6. Employee's bargaining unit designated representative.
- (g) The log will contain the following information for each detail:
 - 1. Name of employee;
 - 2. Original position/shift/detail;
 - 3. New position/shift/detail/reason;
 - 4. Effective date;
 - 5. Any extensions, if applicable; and
 - 6. Return date.
- (a) The Director of Employment Actions and the respective department head will keep track of all details to ensure that they do not exceed the maximum days as outlined in the applicable collective bargaining agreement. Upon expiration of the detail, the employee should return back to their previous department assignment.
- (b) The Director of Employment Actions shall notify the Director of Compliance when a detail ends and the employee is returned to their regular position.

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C.2.2 EMERGENCY DETAIL

- (a) Emergency details shall be made on operational needs bases and will be in compliance with the applicable collective bargaining agreement.
- (b) An emergency detail shall be made at the determination of the Chief of Staff or the respective Executive Office Chief based on operational needs.
- (c) Prior written request and/or notification is not required for an emergency detail.
- (d) Emergency details will remain in effect for the period of time the Chief of Staff or the Executive Office Chief determines necessary at their discretion.
- (e) The department head will provide to the respective Executive Office Chief, Director of Employment Actions, the Executive Director of HR, the Director of Compliance, and the Director of Payroll a memorandum regarding the detail.
- (f) The detail memorandum shall include the following:
 - 1. Name of the employee and JDE number;
 - 2. Department;
 - 3. Location of the emergency detail;
 - 4. Schedule of hours and shift;
 - 5. Effective date of the emergency detail;
 - 6. End date of emergency detail, if known;
 - 7. Reference to this SEAM Article being used; and
 - 8. Collective bargaining agreement, when applicable.
- (g) The Director of Employment Actions will keep track of the start and end of each emergency detail.

C.2.4 END OF DETAIL

At the conclusion of all details, the employee will be returned to their original position and the respective department head will forward a memorandum, which includes the detail end date to

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the employee's original department head (if an external detail), the Director of Employment Actions and the Director of Compliance.

C.3 DETAIL REPOSITORY

HR shall be the central repository and maintain a list of all details throughout the Sheriff's Office. HR shall work with the respective Executive Office Chief, respective department head, the Director of Employment Actions and the Director of Compliance to ensure the list is current, accurate and updated on a monthly basis.